

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
317**

**EMPLOYEE AWARDS AND COMMENDATIONS
(TEMPORARY)**

Supersedes: AR 317 (08/14//09)
Effective Date: 10/27/10

AUTHORITY:

NRS 209.131, NRS 285.010 - 285.080, NAC 285.010, SAM 2644.0, 2646.0, 2648.0

RESPONSIBILITY

Supervisors, Division Heads, Wardens, and Appointing Authorities are responsible to comply with this regulation.

317.01 WRITTEN COMMENDATION

1. Prior to issuance of an official written commendation, final approval must be obtained from the Director or designee.
2. Any supervisors may make a written recommendation via their chain of command.
3. All recommendations for commendation should answer the following questions:
 - A. Who;
 - B. What;
 - C. When;
 - D. Where; and
 - E. Why
4. Upon approval by the Appointing Authority, the official written commendation must be prepared on Department letterhead in block format. It should contain the signature block of the Appointing Authority with a concurring signature block for the Director or designated representative.
5. Distribution will be as follows:

- A. Original – Employee;
- B. Copy – Department Personnel file;
- C. Copy – State Department of Personnel file; and
- D. Copy – Supervisory file

317.02 ANNUAL EMPLOYEE AWARDS

1. Institutions with more than 100 employees will select one (1) each uniformed and non-uniformed employee of the year.
2. Rural camps which report to a major institution will be included in the institutional selection process.
3. Facilities with less than 100 employees will select one (1) employee of the year, which may be either uniformed or non-uniformed.
4. Director's Office staff will select one (1) employee of the year for Northern and one (1) employee of the year for Southern.
5. Prison Industries will select one (1) employee of the year.
6. The Medical Division will select two (2) employees of the year from each region. One (1) employee of the year for the Mental Health Division and one (1) employee of the year for the Medical Division.
7. The Department will recognize a volunteer of the year for each institution and one rural area.
8. Nomination Criteria shall consist of:
 - A. Must have worked for the Department for one (1) year prior to nomination;
 - B. The Department File must not contain disciplinary action or a below standard evaluation for at least twelve (12) months prior to nomination;
 - C. Must be recommended by the supervisor, even if nominated by someone else;
 - D. Must be below the rank of Associate Warden; and
 - E. Must not be a Division Head or Appointing Authority.
9. Nominations for Employee of the Year are to be submitted via the chain of command to the Warden or Division Head.

10. The Warden or Division Head will make the final selection to be submitted to the Appointing Authorities.

11. Final nominations will be forwarded to the Division Administrator Personnel Services Division.

12. The final selections will be approved by the Director.

13. Presentation of the awards will be conducted at an event designated by the Director.

317.03 MERIT AWARD PROGRAM

1. The Merit Award Program is a State endorsed program, whose Board is established by statute. It serves as a program for all state employees and is designated as the governor's award for achievement of excellence in state service.

2. The Merit Award Board will investigate, review, and evaluate the merits of each recommendation proposed. Part of that review will include input from the Department.

3. The Merit Award Board shall evaluate each suggestion, taking into consideration agency action, staff recommendations, and the objectives of the merit award program. An official recommendation shall be awarded.

4. Submitted suggestions shall be in writing, and should include the following:

A. A brief statement describing the present method, procedure, or practice;

B. A specific statement of what is suggested and how it can be accomplished;

C. A statement of the savings, improved service, safety, or benefits which will accrue from the suggestion;

D. If available, attach supplemental work sheets to the suggestion form to fully describe the change or suggestion; and

E. Indicate whether the Merit Award Board may use your name during review to facilitate suggestion evaluation.

5. Suggestions should be submitted as soon as possible and before any attempt is made to put them into use, unless authorized by the Appointing Authority.

317.04 SERVICE AWARD PROGRAM

1. The Director may present service awards to employees for faithful and exceptional service.

- A. Separation must not be through unfavorable conditions such as termination.
- B. An employee must have a minimum of ten (10) years of continuous service with the Department.
- 2. The service award shall be a plaque and may not exceed \$50.00.
 - A. An employee with a minimum of 20 years of State service will receive one (1) set of Department coins mounted in the plaque, as available.
 - B. Shadow Box plaques are available for an additional fee to purchase by the employee. This can only be paid for by check. Cash will not be accepted.
 - C. A Folger Adams key and/or personal badge may be mounted as supplied by employee.
- 3. The Personnel Services Division shall determine qualifying factors from information contained in the employee's personnel file, and shall notify Prison Industries in writing.

317.05 NEVADA STATE EMPLOYEE RECOGNITION WEEK

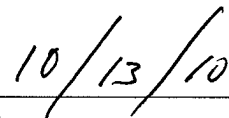
- 1. During Nevada State Employee Recognition Week, Division Heads and Wardens will organize events and activities to celebrate and honor all employees of the Department.

APPLICABILITY

- 1. This regulation applies to all employees of the Department.
- 2. This regulation does not require an operational procedure.
- 3. This regulation requires an audit.



Howard Skolnik, Director



Date